

Instructions to import up-to-date Transaction Code Table into your STAR program. Latest version as of 8/29/02

1. Save new Transaction Code Table from e-mail onto a disc (A: Drive)
2. Open STAR program
3. Click on "System"
4. Click on Import/Export
5. Highlight Transaction Code line
6. Click on top left icon "Import Data"
7. Select A drive
8. Change from text files to "all files"
9. Click on file "Tctables"
10. Click on "Open"
11. It may take a minute or so to import the file. The new screen will look blank.
12. When the import is complete the new screen will indicate on the bottom "processing was successful."
13. Close out of the STAR program to the NFC banner.
14. You are now ready to go into Employee Maintenance to do T&As with the new Transaction Code table.